

**U.S. EMBASSY KUWAIT  
VACANCY ANNOUNCEMENT NO. 042-15**

**OPEN TO: ALL INTERESTED CANDIDATES**

**POSITION: HUMAN RESOURCES ASSISTANT  
FSN-305-7\*; FP-07\*\*  
(FULL PERFORMANCE LEVEL)**

**or**

**HUMAN RESOURCES ASSISTANT  
FSN-305-6(T)\*; FP-08\*\*  
(TRAINEE/DEVELOPMENTAL LEVEL)**

**OPENING DATE: July 30, 2015**

**CLOSING DATE: August 12, 2015**

**WORKING HOURS: FULL-TIME; 40 hours/week**

**SALARY: Full Performance Level:**

**\*\* Not-Ordinarily Resident (NOR):  
Position Grade: FP-07\*\*  
Salary range: US\$ 40,665 p.a.**

**\* Ordinarily Resident (OR):  
Position Grade: FSN-7  
Starting Salary: KD 9,565 p.a.**

**\*\* Final grade/salary to be determined by  
HR/OE – NEA/EX/HRD**

**\* Actual grade and salary will be based on  
the qualifications of the applicant.**

**Training/Developmental levels:**

**\*\* Not-Ordinarily Resident (NOR):  
Position Grade: FP-08\*\*  
Salary range: US\$ 36,353 p.a.**

**\* Ordinarily Resident (OR):  
Position Grade: FSN-06  
Starting salary: KD 8,873 p.a.**

**\*\* Final grade/salary to be determined by  
HR/OE – NEA/EX/HRD**

**\* Actual grade and salary will be based on  
the qualifications of the applicant.**

**IMPORTANT NOTE**

All U.S. Citizens (USEFMs, EFMs or MOHs as defined below) of U.S. Government Employees assigned to the Mission and under Chief of Mission (COM) authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Kuwait is seeking an individual for employment in the position of Human Resources Assistant to work in the Human Resources Office.

## **BASIC FUNCTION OF THE POSITION**

The incumbent of this position reports to the HR Specialist, responsible for LE Staff Recruitment and testing for all position levels. Serves as Contracting Officer's Representative (COR) for the health and life insurance contract for all employees from all agencies. Performs the corresponding HR Administrative duties to include generating correspondence, diplomatic notes, personnel actions. Serves as back-up to position number (P-54017) required to interact with Foreign Ministry Officials for visa and residency permits.

### Duties Include:

- COR Responsibilities: Serves as Contracting Officer's Representative for the MetLife Medical and Life Insurance contracts for all Locally Employed (LE) staff.
- Recruitment/Testing: Conducts English/Arabic language tests, typing tests, and administers skill tests provided by the General Services or Facilities Maintenance Officer; and tests provided by the Economic/Public Affairs/Political Section for applicants.
- Correspondence/Computer Responsibilities: Maintains up-to-date check-in/check-out forms and packages for new comers (i.e. direct hires, LES and eligible family members) ensuring information in package is accurate and up-to-date at all times. Requests updates from various offices in the Mission when required.
- Prepares memos to Embassy officials regarding all types of HR decisions (promotions, disciplinary actions, MCLASS decision, leave issues, etc.), and prepares management notices.
- Prepares standard letters and memos to include rejection and acceptance letters, requests for medical and security clearances on prospective candidates, salary and employment letters, bank loan letters, visa letters etc.
- Assists with the LE Staff performance evaluation by ensuring a timely submission of performance evaluation reports (60 days in advance).
- Serves as back-up for the HR Assistant (position no. P-54017) as the liaison for the Mission, the Ministry of Foreign Affairs and the Immigration Department on issues related to residence permits and visas.

(NOTE: A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.)

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of high school education with two years of college study in Management or Human Resources field.
2. Four years of progressively responsible Management or Human Resources work experience.

3. Level 3 Good working knowledge of (Speaking/Reading/Writing) English and Arabic. Ability to type in both languages.  
(NOTE: Language skills will be tested.)
4. Thorough knowledge of host government local labor laws, residence and visa issues, and prevailing employment practices.
5. Incumbent is required to take and pass the Contracting Officer's Representative (COR) course.
6. Must have ability to work with MS word, Excel, Outlook, Power Point and WEBPASS.
7. Required to be tactful and communicate when dealing with employees at all levels within, and outside the mission. Strong organizational skills and analytical ability is needed to handle all facets of the medical and life insurance program. Finely honed customer service skills and ability to be discreet when handling personnel and medical documentation is mandatory.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

NOTE: Only qualified applicants will be called for a test/interview.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position **must** submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available on the Embassy's websites: <http://nea.p.state.sbu/sites/kuwait> ; <http://kuwait.usembassy.gov/> **OR**
2. A current résumé or curriculum vitae that provides the same information found on the UAE (DS-174) (see Appendix B); **OR**
3. A combination of both (i.e., Sections 1-24 of the UAE along with the listing of the applicant's work experience attached as a separate sheet; **AND**
4. Copy of high school certificate/university degree (per the qualification requirement above); **AND**
5. Copy of the Civil ID or passport (including the residence permit page); **PLUS**
6. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

## **SUBMIT APPLICATION (BEFORE THE CLOSING DATE) TO:**

Human Resources Office  
U.S. Embassy Kuwait  
Bayan, Block 13, Al-Aqsa Mosque Street

## **OR**

Email the application to: [HROKuwait@state.gov](mailto:HROKuwait@state.gov)

NOTE: Incomplete or late applications will not be considered.

## **POINT OF CONTACT**

Human Resources Office  
Telephone: 2259-1001

## CLOSING DATE FOR THIS POSITION: COB August 12, 2015

The U.S. Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices and/or courts for relief.

### Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51% dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51% dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, (i.e., a direct-hire Foreign Service, Civil Service or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority); and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. An MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**6. Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Current Address, Day, Evening and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number;
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship;, Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership & Recognition
- Q. Language Skills
- R. Work Experience
- S. References